

Memorandum of Understanding  
between the  
All Faculty Association  
and  
Sonoma County Junior College District  
regarding  
Faculty Members on AY 2019-20 Guided Pathways Workgroups:  
Selection, Job Duties, and Compensation

December 6, 2019

The Academic Senate has determined that during the 2019-20 academic year, the faculty will engage in Guided Pathways work, as follows.

**Job Duties.**

**Mapping and Scheduling Workgroup Leads.** Work in consultation with the Academic Senate Executive Committee (ASEC). Facilitate the group's work on inquiry and provide multiple recommendations regarding clear, accessible Program Mapping; clear, logical, and effective alignment of sequenced courses; evaluation of existing course scheduling templates' strengths and weaknesses; and possible scheduling changes that support students and the College. Seek input from the faculty. Attend meetings with hub/facilitators; provide monthly reports to ASEC; present recommendations to Academic Senate by Senate-identified deadlines.

**Introduction to College Workgroup Leads.** Work in consultation with the ASEC. Facilitate the group's work on inquiry into First-Year Experience Courses and other "college readiness" programs, making recommendations to the Academic Senate regarding possible development of (an) SRJC FYE course(s) and possible expansion of the College's summer bridge programs. Seek input from the faculty. Attend meetings with hub/facilitators; provide monthly reports to ASEC; present recommendations to Academic Senate by Senate-identified deadlines.

**Academic Support Workgroup Leads.** Work in consultation with the ASEC. Facilitate the group's work on inquiry and recommendations to the Academic Senate regarding existing and needed academic support for students and faculty, including but not limited to tutoring, including embedded tutors, readers, research supports, and prerequisite and co-requisite courses. Seek input from the faculty. Attend meetings with hub/facilitators; provide monthly reports to ASEC; present recommendations to Academic Senate by Senate-identified deadlines.

**Re-Designing the Website Workgroup Lead.** Work in consultation with the ASEC. Facilitate the group's work on inquiry regarding the SRJC website's ease of access to information and

other colleges' websites to identify possible models. Recommend to the Academic Senate specific improvements to the SRJC website in support of teaching and learning. Serve as a repository for website-related needs and ideas identified by the other workgroups in the course of their research. Seek input from the faculty. Attend meetings with hub/facilitators; provide monthly reports to ASEC; present recommendations to Academic Senate by Senate-identified deadlines.

**Hub/Facilitators.** Work in consultation with the ASEC. Organize regular check-in meetings of the workgroup leads; ensure that workgroups are communicating with appropriate campus groups and, if appropriate, other colleges; provide workgroup leads with feedback regarding purview; with support from the Academic Senate's administrative assistant, oversee posting of meeting calendars and other workgroup materials on the Guided Pathways website; meet with and provide regular reports to ASEC.

**Workgroup Members.** Attend workgroup meetings as scheduled; perform tasks, as identified by workgroups, that directly support the charge of the workgroup.

**Selection Process.** The Academic Senate will solicit all faculty members regarding their interest for the roles of workgroup leads, hub/facilitators, and workgroup members. The call for interest will state any preferred qualifications. Interested faculty members will apply by stated deadlines. The Academic Senate Executive Committee will select seven workgroup leads and two hub/facilitators, based on the applicants' statements of interest and relevant experience. The AS Executive Committee will oversee appointment of workgroup members.

**Compensation.** Each workgroup lead will be compensated for up to 60 hours at the base hourly rate for the 2019-20 AY and will receive 20 percent reassigned time for Spring 2020. Each hub/facilitators will be compensated for up to 20 hours at the base hourly rate for the 2019-20 AY and will receive 10 percent reassigned time for Spring 2020. Each workgroup member will be compensated for up to 60 hours for the 2019-20 AY. Work will be time-sheeted according to usual District practices.



Dr. Karen Frindell Teuscher, President  
All Faculty Association



Dr. Frank Chong, Superintendent/President  
Sonoma County Junior College District

